Property Administration

Presented By:
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DCMAI HAQ
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Property Administration

Terminal Learning Objective (TLO):

- To recognize and define the roles and responsibilities of the Property Administrator and their interaction with the contractor and other DCMA functional specialists.

Enabling Learning Objectives (ELO):

- ELO #1 To recognize what a Property Administrator is by definition, and what the PA is responsible for with regards to Government property
- ELO#2 To identify the roles that the PA performs in executing their responsibilities with regards to Government property
- ELO#3 To become familiar with what the contractor's responsibilities are for the accountability for Government property on their contract(s)
- ELO#4- To identify the roles of other DCMA functional specialists with regards to Government property and interaction with the PA
- ELO#5- To identify the role of CONUS Reach Back & OCONUS Effort

Property Administration

- **OUTLINE**
  - **The Property Administrator**
  - **Types of Property Administrators in Theater**
  - **The Contractor's Responsibilities**
  - **PA Interaction with Other DCMA Functional Specialists**
  - **CONUS Reach Back & OCONUS Effort**

Property Administration

- **What is a Property Administrator (PA) and What are they Responsible for?**

The <u>Property Administrator</u> –

- is an authorized representative of the Contracting Officer (CO) appointed in accordance with agency instructions
- responsible for administering the **contract** requirements and obligations relating to **Government property in the possession of a Contractor**

Property Administration

- **In carrying out their responsibilities What roles does the PA have with regards to contract Government Property?**
- **Roles**
  - ✓ Advises and assists customers and Administrative Contracting Officers (ACOs) on matters relating to the administration of Government Property in the possession of contractors
  - ✓ Evaluates the adequacy of Contractors' Property Management Systems (PMS)
    - Monitors and evaluates contractor corrective actions when

For LOGCAP & AFCAP contracts any corrective actions must be provided/coordinated with the Prime PA for the CAP Group

For LOGCAP & AFCAP contracts the recommendation is coordinated through the Prime PA who will make the recommendation to withdraw the assumption of risk.

Property Administration

- **Roles (Continued)**

  - ✓ Investigates incidents of Lost, Theft, Damaged, or Destroyed Property (LTDD)
    - Grants Relief of Responsibility for LTDDs
    - Recommends contractor liability to ACOs for LTDDs

Note *ALL* LTDDs in the CCAS environment are reported to the DCMA Property Division Reach Back LTDD Group for processing-CCAS Property PAs provide additional support with investigations as necessary.

Property Administration

- **Roles (Continued)**

  - ✓ Provides assistance to contractors and contracting personnel on contract closeout for contracts with Government Property

  - ✓ Assists the ACO (in theater) with evaluating contractor requests for the cannibalization of Government Property.

  - ✓ May assist the ACO with evaluating contractor requests for the capital rehabilitation (CTR) of Government Property.

Property Administration

DCMA Property Administrators:

- Are not Property Book Officers
- Are not the CMO Supply Officer
- Do not perform physical inventories
  - **Contractors are paid to perform inventories**
- Do not manage DCMA unit office property
- Do not maintain records of property in the possession of contractors
  - **Contractors are paid to maintain records**

Property Administration

Certificate of Appointment

Under authority vested in the undersigned and in conformance with Subpart 245.7001, DoD FAR Supplement

John J. Doe, III

Is appointed

Property Administrator

For the

United States of America

Subject to the limitations contained in the Federal Acquisition Regulation, Department of Defense and DCMA Implementing Directives and to the following:

Duties of a Property Administrator pursuant to FAR 45 and its associated clauses.

Unless sooner cancelled, this appointment is effective as long as the appointee is assigned to a CCAS position.

"Unlimited" PA duties for CCAS Mission

Defense Contract Management Agency
Agency

Robin Schulze

(Date)

DCMA-PA-10-024

SAMPLE PA CERTIFICATE

Property Administration

- **PA Positions in Theater**

Theater PA (TPA)
Level II or III

- ✓ Advises the DCMA (Kuwait, Iraq, and Afghanistan) CMO Commander(s) in developing and implementing government property administration policies and procedures
- ✓ Represents the Commander in all property related matters. TPA is assigned contractor property management system oversight

Lead PA (LPA)
Level II

- ✓ Advises DCMA CMO Tertiary Commander(s) on government property administration policies and procedures
- ✓ LPA is assigned contractor property management system oversight and responsible for PA/PS for his/her area

Property Administration

- **PA Positions in Theater**

PA
Level II

- ✓ Assists the Lead Property Administrator (LPA) in implementing government property administration policies and procedures in the AOR
- ✓ PA is assigned specific contractor property management system oversight

Property
Specialists
IPMS/ Level I

- ✓ Work under the guidance of a fully appointed PA in theater to:
  - ➢ Assist the PA with performance of contractor oversight by accomplishing limited functional reviews of portion(s) of the contractor's PMS
  - ➢ ***Submits findings and recommends to the PA for appropriate review and action***
  - ➢ Assists with the day-to-day property administration activities as directed by the LPA/PA

What is the Contractor Responsible For?

Property Management (52.245-1)

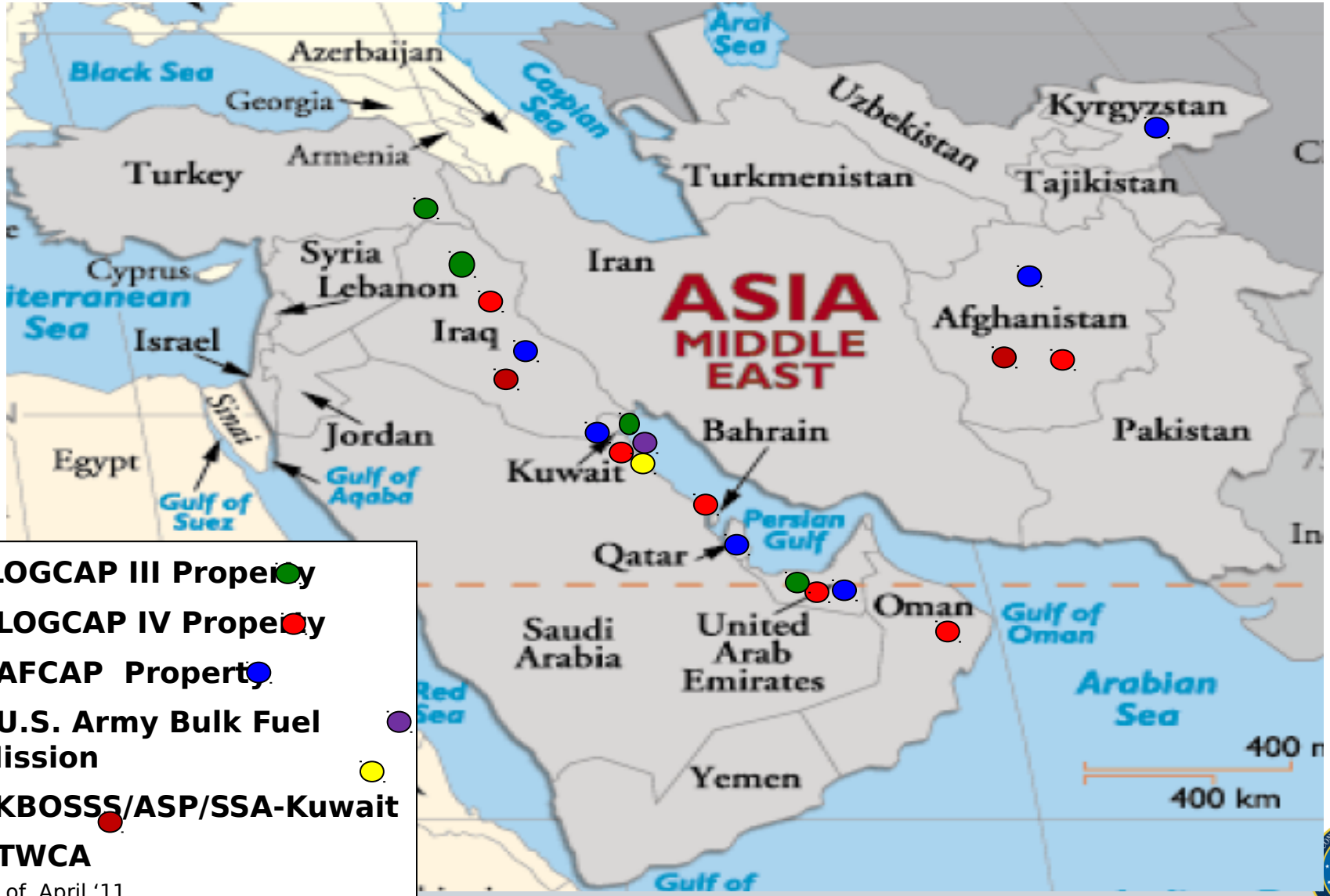
- ✓ The Contractor shall have a system to manage Government property in its possession.
  - Manage means:
    - **control, use, preserve, protect, repair and maintain**
- ✓ The Contractor's responsibility extends from the initial acquisition-receipt of property, through stewardship, custody, and use until formally relieved of responsibility by authorized means
  - Authorized means:
    - delivery, consumption, expending, disposition, or completed, and final determination for lost, damaged, destroyed, or stolen property.

What is the Contractor Responsible For?

Property Management (52.245-1) (Continued)

- ✓ Contractor shall include the requirements of this clause in all subcontracts under which Government property is acquired or furnished for subcontract performance.
- ✓ 52-245-1 Alt 1 should be flow down unless those subcontractors have submitted full cost and pricing data to the prime contractor

Property Administration



LOGCAP III Property

LOGCAP IV Property

AFCAP Property

U.S. Army Bulk Fuel Mission

KBOSSS/ASP/SSA-Kuwait

TWCA

As of April '11

Property Administration

- **PA Interaction With Other Functional Specialists**

- In performing their day to day activities the PA may need to interact with other DCMA Functional Specialist in providing Property Management Oversight of the contractors.

- **Interaction with the ACO on matters involving:**
  - Property Transfer Documents
  - Approval on any expenditure of funds i.e**.** any repairs for damaged property
  - Authority to cannibalize assets that are Beyond Economical Repair (BER)
  - Possibly holding the contractor liable for LTDDs based on PA recommendations

Property Administration

- **PA Interaction With Other Functional Specialists**

- **Interaction with the QAR on matters involving:**
  - Assistance with validation of equipment condition codes
  - Assistance with review of contractor maintenance records
  - Assistance with verifying condition of Government Property reported as damaged
  - Assistance with validating portions of the contractor's Property Management System

  ➢ **In all cases the PA should be requesting assistance in writing and providing specific guidance and documentation to the QAR to accomplish the task.**

Property Administration

Sample Tasking

OVERVIEW TASKING FOR FWT YARD AUDITS

1. Identify all of the Fair Wear and Tear and Lay down Yards in you AOR.

2. Develope a listing of these yards showing location.

3. Develop a schedule for the audits.

4. Get a property listing report for each site and pull statistical samples for each site utilizing the sample tables in the DOD Manual 4161.2-M. You are going to perform separate audits at each site.

5. With the sample, perform an audit utilizing the functional criterion associated with Records, Utilization (concentrating on identification of excess) and if necessary Disposition performing both records to floor and floor to records techniques

AUDIT WORKSHEET FOR FAIR WEAR & TEAR YARDS

1. Sample Number:

Number of samples pulled. The samples are usually selected by an electronic randomizer. (Example: 1 thru 32 from 32 samples of 160 lines items)

2. Sampling Units:

The description (acquisitioned name of property) of the 32 samples pulled. Each Line of property is identified by its description and some cases the model and or serial number.

3. Contract and TO:

The contract number and the task order number.

4. ID:

The property is identified (ID) by a Government Property Tag Number (GP#) or a special identifier. The tagging and or labeling marking should match the property identification in the contractor's property control records system.

5. Records:

Property records systems, whether manual or automated, must contain the prescribed data elements required by specific contract provisions.

Normally all disposal records including plant clearance cases, transfers, scrap tickets, GFM return documents, and other appropriate documents. These records should include a file containing proof of in-house screening and a copy of the inventory schedule or other appropriate documents for property disposition off the contract (example: PCARSS instructions, DD form 1348 for turn-in to DRMO, authorize transfer, or other authorized Government entity disposition

Sample Worksheet Provided by PA to QAR

PROPERTY ADMINISTRATION AUDIT WORKSHEET FOR FAIR WEAR & TEAR YARDS LOGCAP III SPECIAL AUDIT

CONTRACTOR (KBR)	KBR SERVICES LOGCAP III TASK ORDER 169	DATE PERFORMED	Monday, November 01, 2010
LOT SIZE (88 ITEMS)	SAMPLE SIZE (20)	PERFORMED BY	Rogers, Jerry R. QAR

SAMPLE NUMBER	SAMPLE UNIT DESCRIPTION NSN, P/N, S/N ETC	CONTRACT & TASK ORDER	ID	RECORDS	STORAGE			UTILIZATION		DISPOSITION					STATUS	Remarks
			Item Tag or ID'd	Item on Record & Location Change Posted	Housekeeping Adequate	Access & Physical Security Adequate	Assets in Storage are Adequately Protected & Stored	Items Screened to identify Excess	Excess Promptly Reported to Govt'	Item Promptly Reported	Report Complete & Accurate	Proper Auth for Dispo	Dispo'd in Reasonable Time After Auth	De Tag	S or U	
1	707158	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further disposition
2	598509	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
3	958621	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
4	709738	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
5	984648	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
6	742758	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
7	871510	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
8	715900	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
9	715902	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
10	911280	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
11	597171	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
12	855289	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
13	1065314	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
14	947841	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
15	855780	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
16	1017778	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
17	834200	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further
18	834394	DAAA09-02-D-0007 Multiple	N/A	Y	Y	Y	Y	N/A	N/A	Y	Y	Y	Y	Y	S	Item transferring this week to H7 for further

Property Administration

CCAS Property Management

- **CONUS Reach Back & OCONUS Effort**
  - **Background:**
    - Established and approved by DCMA Senior Leadership Team (SLT) October 2009 for Property Division to provide property management assistance to the CCAS Mission in theater
  - **Includes**
    - Contract/Civil Augmentation Program (CAP) type contracts
    - Theater Wide Contract Administration (TWCA) contracts
    - CAP-like
  - **Why the need for a reach back effort?**
    - There are just not effort 1103 Industrial Property Management Specialist available

Property Administration

CCAS Property Management

- **CONUS Reach Back Effort**
  - **Plan:**
    - **A 3 PRONGED APPROACH**

REACH BACK PROPERTY ADMINISTRATION SUPPORT FOR Loss, Theft, Damage & Destruction (LTDD) Investigations.

TFO TEAM ASSISTANCE TO DCMAI TO PERFORM Property Management System Analysis (PMSAs) IN THEATER

CONTINUED DEPLOYMENT OF PROPERTY ADMINISTRATORS IN THEATER and ASSITANCE TO REACH BACK LTDD EFFORT

Property Administration (PA)

REVIEW TIME!
What Did Ya Learn?

Property Administration (PA)

1. The Property Administrator is
   a. is an authorized representative of the Contracting Officer
   b. is an authorized representative of the DCMA CMO Commander
   c. does not represent anyone

a. is an authorized representative of the Contracting Officer

2. The PA is responsible for administering

a. All Government property at the location they are stationed at

b. All DCMA Government Property

c. administering the contract requirements and obligations relating to Government property in the possession of a Contractor

c. administering the contract requirements and obligations relating to Government property in the possession of a Contractor

Property Administration (PA)

3. Some of the roles that the PA has are

a. Advises/assists customers and Administrative Contracting Officers (ACOs) on matters relating to the administration of Government Property in the possession of contractors

b. Investigates incidents of Lost, Theft, Damaged, or Destroyed Property (LTDD)

c. Evaluates the adequacy of Contractors' Property Management Systems (PMS)

d. All of the above

d. All of the above

4. The Lead PA (LPA) is responsible for advising the DCMA (Kuwait, Iraq, and Afghanistan) CMO Commander(s) in developing and implementing government property administration policies and procedures ?

(True/False)

False The Theater PA (TPA) has this responsibility

5. The Contractor shall have a system to manage Government property in its possession?

(True/False)

True

Property Administration (PA)

6. In performing their day to day activities the PA may need to interact with the ACO on
   a. Property Transfer Documents
   b. Approval on any expenditure of funds i.e. any repairs for damaged property
   c. Authority to cannibalize assets that are Beyond Economical Repair (BER)
   d. Possibly holding the contractor liable for LTDDs based on PA recommendations
   e. a and d
   f. All of the above

f. All of the above

7. PA may need to interact with the QAR on
   a. validation of equipment condition codes
   b. review of contractor maintenance records
   c. verifying condition of Government Property reported as damaged
   d. validating portions of the contractor's Property Management System
   e. All of the above

e. All of the above

8. The PA does not have to provide the QAR with a written request for assistance or provide direction on how to perform the requested tasks?

   (True/False)

False- PA should be requesting assistance in writing / providing specific guidance and documentation to the QAR to accomplish the task

Property Administration (PA)

9 ALL LTDDs in the CCAS environment are reported to the DCMA Property Division Reach Back LTDD Group for processing?
(True or False)

True-ALL LTDDs in the CCAS environment are reported to the DCMA Property Division Reach Back LTDD Group for processing

10. CCAS PAs have no responsibility or role with regards to LTDDs in theater?
(True or False)

False- CCAS Property PAs provide additional support with investigations as necessary.

Property Administration

- **QUESTIONS????? And Discussion**